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**From:** Minter, Douglas [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0C1A47CA3AE847E2B7B818DA4734D7FD-MINTER, DOUGLAS]  
**Sent:** 1/26/2016 5:08:44 PM  
**To:** Shea, Valois [Shea.Valois@epa.gov]  
**Subject:** FW: New Version of the DB Timeline

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**From:** Minter, Douglas  
**Sent:** Tuesday, January 26, 2016 10:09 AM  
**To:** Garcia, Bert <Garcia.Bert@epa.gov>  
**Subject:** FW: New Version of the DB Timeline

Bert: after discussing your request with Valois and receiving her feedback below, we do believe that getting these last two permits (Class I and V for ISR disposal) in final draft form is a more immediate priority. Consequently, I would propose that she and I put together what you have requested by next week so it is ready for your and Darcy's review prior to our biweekly update meeting on February 11<sup>th</sup>. There are many dynamic parts to capture in a more robust timeline/chart, including the cumulative effects analysis noted below. That said, we do want to be mindful of not including too much detail, etc.

We can discuss further at our 11 am if you wish.

Thanks,

Douglas

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**From:** Shea, Valois  
**Sent:** Monday, January 25, 2016 4:55 PM  
**To:** Minter, Douglas <Minter.Douglas@epa.gov>  
**Subject:** RE: New Version of the DB Timeline

Hi Douglas,

This sounds like a great idea. I agree with you that it would be good to change the format to a Gantt chart to track timelines for each of the items Bert identified below, also including the Cumulative Effects analysis. It looks like this can be done fairly easily in Powerpoint, unless Craig has a better program.

I would like to finish the last few items on the Class I and Class V permits,

- 1) mainly updating the seismic section with the new references I recently reviewed,
- 2) finish up the cumulative effect analysis, and
- 3) EJ analysis to incorporate the new EJ Screen tools.

So may I update the chart next week?

Thanks!

*Valois*

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Valois Shea  
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**From:** Garcia, Bert  
**Sent:** Friday, January 22, 2016 4:30 PM  
**To:** Minter, Douglas <[Minter.Douglas@epa.gov](mailto:Minter.Douglas@epa.gov)>  
**Cc:** Shea, Valois <[Shea.Valois@epa.gov](mailto:Shea.Valois@epa.gov)>  
**Subject:** RE: Last Version of the DB Timeline

Thanks Douglas. I think these are the kinds of milestones we want to show. Let's present it in a way where each major task is more linear, making it simple to both follow and update.

I'm thinking of how one would do a work breakdown structure. For example, major task might be:

- Permit Review
- AE review
- ESA consultation
- EPA Tribal consultation
- NHPA consultation
- Public participation process (outside of tribal consults)
- Etc.

Under each of these major tasks we can show important subtasks: milestones, briefings, and decisions. We should also show who's responsible and taking the lead for each. This approach gets us focused on the major tasks. By using checked boxes or some other visual cue the reader, at a glance, sees what's done, what's next, and what remains under each major task.

I'm thinking this should take no more than 1-2 hours to put together -- not a huge investment.

If there's no travel for consultation the week of Jan 25 could we get a first cut that week?

Bert Garcia  
Director, OPRA Water Program  
EPA Region 8

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**From:** Minter, Douglas  
**Sent:** Thursday, January 21, 2016 5:50 PM  
**To:** Garcia, Bert <[Garcia.Bert@epa.gov](mailto:Garcia.Bert@epa.gov)>  
**Cc:** Shea, Valois <[Shea.Valois@epa.gov](mailto:Shea.Valois@epa.gov)>  
**Subject:** Last Version of the DB Timeline

Bert: should we continue to use something like this timeline, it will need a fair amount of updating.

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